ABSENCE Type Codes

Shaded Type codes have corresponding quotas.

LA	Annual Leave
LAFM	FMLA - Family
LALB	Annual Lv in Lieu of Sick
LB	Sick Leave
LBFM	FMLA - Self
LCRI	Crisis Leave
LD	Worker's Compensation
LDLW	Worker's Comp Lv W/O Pay
LDWC	Workers Comp Lv BuyBack
LEJR	Educational Lv-Job Relate
LEMA	Educational Lv-Mandated
LF	Funeral Leave
LH	Holiday
LHDH	Designated Holiday
LI	Suspended W/Pay
LILW	Suspended Without Pay
LJ	Court
LMAL	Military Active Leave
LMPE	Military Physical Exam
LMTL	Military Training Leave
LSAG	Spec Lv-Act of God
LSCA	Spec Lv-Civil Air Patrol
LSEC	Spec Lv-Emergcy Civilian
LSNG	Spec Lv-National Guard
LSOC	Spec Lv-Office Closure
LSRC	Spec Lv-Am Red Cross
LSVT	Spec Lv-Voting
LW	Leave Without Pay
LWFM	FMLA - Unpaid
LWLB	LWOP in Lieu of Sick
LWM	Military Leave W/O Pay
LZLE	HAZ Duty (Law Enf)
FMLB	FMLA 12 Wk/Roll Year
WSAD	Work Sched Adjustment

Non-Leave Earning Emps and St. Police only:

LK	K-Time OT 1.5x Leave
LKLB	K-Time OT IN Lieu of Sick
LL	K-Time ST Leave
LLLB	K-Time ST in Lieu of Sick

ISIS HR Absence Type rolls (automatic):

If Entered:	Quota reduction order:
LA /Annual	1.5 K > ST K > Annual
LBFM /FMLA Self	LB (Sick) > ST K > Annual
LAFM /FMLA Fmly	ST K > Annual
LALB /Annl lieu Sick	1.5 K > ST K > Annual
LD/Wkrs Comp	**LB (Sick) > 1.5 K > ST K > Annual**

Basic Navigation Buttons

Graphic	*Results*
	Takes you back one screen.
or	Either of these cancels the entries you have just made.
	Exit - leaves the current screen without saving.
or	Either of these will confirm that your entries are valid and in some cases move you to the next screen.
	Save a record or infotype.
	Takes you to a copy screen, or if clicked after selecting a line, copies the line.
	Use this button to perform a "match code" search to view all possible field values.
	Allows you to delete a line or an infotype.
Week	Takes you to the Weekly time screen.
	Click to navigate between time entry weekly screens (or Infotypes) when performing an Action.

Holidays on ISIS HR Holiday Calendar

New Years Day
Mardi Gras
Good Friday
Independence Day
Labor Day
Veterans' Day
Thanksgiving Day
Christmas Day

NOTES:

ISIS HR
TIME ADMINISTRATION
QUICK REFERENCE CARD

ISIS HR Bulletin Board:
http://www.doa.louisiana.gov/ois/Service/Bulletin_Boards/HR/bulletinboard.htm

Enroll in Time Administrator List Serv:
http://www.doa.louisiana.gov/ois/electronicnotifications.htm

ISIS Help Line: 225/342-ANSR (2677)
#1 Human Resources
   #2 HR - Functional

How to Access On-Line Help
- Within ISIS HR, follow the menu path:
  Help >> StLA Help

Employee Time Mgmt status

1 - Positive Time Entry
<u>All</u> hours, with the possible exception of holiday, must be added to the time file: attendances (e.g., regular, overtime, special, shift diff or on-call) and absences.

9 - Negative Time Entry
Only exceptions are added to the time file (e.g., absences, overtime hours worked, shift differential, on-call and special pay hours).

Infotypes of interest:

0001	Organizational Assignment
0007	Planning Working Time
0008	Basic Pay
0027	Cost Distribution
0040	Objects on Loan
2003	Substitutions
2006	Absence Quotas
0655	Remuneration Printing

Reports/transactions of interest:

PT03	Display Work Schedules
ZT01	Planned Working Time Report
ZT02	Time Entry Detail Report
ZT06	Absence Quota Report
ZT09	Time Entry Summary Report
ZT10	Quota Adjustment Report
ZT12	Leave Compensation/Reduction Report
ZP97	Employee Variance Report
ZP106	Employee Remuneration (curr + YTD)
ZP114	Employee Remuneration (curr period)
ZP134	Objects on Loan
ZP136	Total Attendance/Absence Report
ZF09	Master-Time Cost Distribution Report

IT2003 Substitution Guidelines

Create an IT2003 record to <u>temporarily</u> change an employee's work schedule. This if necessary if you must reduce or cancel the payment of automatic holiday hours to an employee.
Tips:
- *TO* and *FROM* date must be the same if substituting for a single date. *FROM* date should <u>never</u> be 12/31/9999.
- *Subst Type* should be "4" if substitution is for Daily Work Schedule
- *Day Type* – Leave blank or enter "0" if substitution is being done to override automatic Holiday hours and designate the day as a work day.

ATTENDANCE Type Codes

Attendance

ZA01	Regular Attendance
ZCDL	Comm.Drivers License
ZCON	Conference/Convention
ZCRT	Court Appearance
ZDRG	Drug Testing
ZINV	Interview
ZPCR	Post Certification
ZSAB	Sabbatical-Prof & Cult. Dev
ZTRN	Training
ZTST	Testing/Exam

Overtime – Evaluated Codes

Z001	K -Earned (Sys Calcs)
Z002	Overtime Pd (Sys Calcs)
Z003	Evaluated K-time/Overtime

Overtime – Override Codes

ZA02	Exc-Pay OT @ ST rate
ZA03	Exc-Pay OT @ 1.5 rate
ZA04	Exc-K Earned @ ST rate
ZA05	Exc-K Earned @ 1.5 rate
ZA07 **	Exc-Pay OT @ 1.5 Base rate

**Currently available to DPS employees only

FLSA Types - Referenced when processing Z001, Z002 or Z003 hours.

Exempt – **Employee i**s exempt or omitted from rules in the Fair Labor Standards Act (FLSA). Overtime consideration for these employees is in accordance with state or agency rules.

Nonexempt – Employee must adhere to or comply with FLSA rules.

ENTRY TIPS:

- NEVER mix OT-Evaluated codes and OT-Override codes in the same pay period.

- NEVER use OT-Evaluated codes in the period that an employee separates.

- Cost Center must always be entered if necessary to override cost values on Infotype 0027.

- Additional ABS/ATT codes may be available for some employees; some codes in this list are not valid for all employees.

- An Hours amount is required for all entries for employees that are Positive Time status and have a 24 HRS/7DAY work schedule rule.

Additional Compensation Attendances

0012	Ext Dty Pst Aut Man. Rte1
0013	Ext Dty Pst Aut Man. Rte2
0014	Ext Dty Pst Aut Man. Rte3
0015	Ext Dty Pst Aut Man. Rte4
0016	Ext Dty Pst Aut Man. Rte5
0018	Haz Dty Duties Man. Rte1
0019	Haz Dty Duties Man. Rte2
0020	Haz Dty Duties Man. Rte3
0021	Haz Dty Duties Man. Rte4
0022	Haz Dty Duties Man. Rte5
0035	Ret/Rec Pst Aut Man.Rte1
0036	Ret/Rec Pst Aut Man.Rte2
0037	Ret/Rec Pst Aut Man.Rte3
0038	Ret/Rec Pst Aut Man.Rte4
0039	Ret/Rec Pst Aut Man.Rte5
0044	Ret/Rec Spec Ut Man. Rte1
0045	Ret/Rec Spec Ut Man. Rte2
0046	Ret/Rec Spec Ut Man. Rte3
0047	Ret/Rec Spec Ut Man. Rte4
0048	Ret/Rec Spec Ut Man. Rte5
0051	Shift Diff - 2nd Shift
0052	Shift Diff - 3rd Shift
0053	Weekend Shift Diff
0054	Weekend Shift Diff 2nd
0055	Weekend Shift Diff 3rd
0056	Holiday Shift Diff
0057	Holiday Shift Diff 2nd
0058	Holiday Shift Diff 3rd
0059	Weekend Hol Shift Diff
0060	Weekend Hol Shift Diff 2
0061	Weekend Hol Shift Diff 3
0062	On Call Pay
0063	On Call Weekend/Hol Pay
0064	Shift Diff Regular
0071 **	DPS Daily Uniform Allowance
0072 **	DPS Escort Pay 1
0073 **	DPS Escort Pay 2

**Currently available to DPS employees only

Daily Work Schedule

Sets the number of paid hours planned for an employee for a single day.

Working Week

Defines rules that apply to an employee for the purpose of calculation of overtime pay and compensatory leave earned and is used in establishing 1.5 Compensatory quota limits.